

THIS FORM IS OBSOLETE IF DATE OF DEATH ON/AFTER JANUARY 1, 2006

Instructions for completing
Petition for Small Estate Administration
(NHJB-2141-P)

Form use. This form is used to ask the court to appoint the petitioner to serve as the administrator for the estate. The estate must involve only personal property with a total value of \$10,000 or less. A Small Estate Administration may not be used if the deceased owned real estate of any value (other than by joint tenancy). See related form "Statement of Voluntary Administration (NHJB-2143-P).

Top part of form

•**COURT NAME:** Enter the name of the county probate court where the document will be filed. (example: Belknap County Probate Court; Rockingham County Probate Court).

•**CASE NAME:** Enter the name of the deceased (example: Estate of John Adams; Estate of Susan Jones).

•**CASE NUMBER:** Leave blank if not yet assigned by court OR fill in case number if it is known.

•Under title "Petition for Small Estate Administration", put an 'X' next to **ORIGINAL** if it is the first petition filed for this estate; put an 'X' next to **AMENDED** if you are changing information filed before with the court.

Main part of form

1. Petitioner Name is the name of the person filing the petition. Enter that person's name, telephone number and complete mailing address with zip code.
2. If there are co-petitioners, the second person's name, telephone number and address information should be included under #2.
3. If you have an attorney helping you with this case, enter his or her name, telephone number, law firm name and complete mailing address including zip code. Also add the attorney's NH Bar identification number.
4. Enter the deceased's name, date of death and last legal residence, which should include street address, city/town and state.
5. This item indicates whether the deceased died with or without a will. Check the appropriate box.
6. If the deceased died with a will, indicate whether the petitioner was named or not named in the will to be the executor of the estate.
7. Petitioner's relationship to the deceased should be such things as sister, husband, wife, son, daughter, friend, etc.

Boxed section of form for listing assets

ASSETS are personal property such as cash, bank accounts, stocks, bonds, and vehicles. Assets may not exceed a total value of \$10,000. No real estate is allowed on a small estate administration; a full estate administration is required if there is real estate. List the deceased's assets in the spaces provided using additional paper as needed.

DESCRIPTION OF ASSETS should describe the asset in more detail including such things as the vehicle make and model, vehicle identification number, serial numbers, name of bank and bank account numbers, certificate of deposit numbers, etc.

VALUE is the known or estimated value of each asset listed as of the date of death.

TOTAL PERSONAL ESTATE – NOT TO EXCEED \$10,000. Add the values listed and enter a total value for the whole estate.

Signature section

The sentence prior to the signature section indicates that the person filing this document has provided copies to all attorneys, parties and persons beneficially interested in the case.

The person whose name is listed in #1 of the form must sign the form on the **PETITIONER SIGNATURE** line, and date it in the appropriate space to the left. If there are two petitioners, both petitioners must sign and date the form. **The form must be signed in the presence of a Notary Public or Justice of the Peace** who will complete the section immediately following your signature.

Order

This section will be completed by the judge once the document is filed with the court and reviewed in detail by the judge.

Review the completed form for accuracy prior to filing it with the court. If completing this form on-line, some fields may be filled in automatically based on entries in other fields. If more space is needed for any question, please attach additional sheets of paper.